

MEMORANDUM FOR: Chief of Logistics

4 November 1954

FROM: Acting Chief, Supply Division

SUBJECT: Weekly Activity Report

1. GENERAL:

a. Washington Depot: (continued item)

(1) The inventory of Ordnance materiel is progressing in a satisfactory manner.

(2) Representatives of GSA Fire and Safety Division, PBS Construction Engineers and this Division attended a meeting in order to review and inspect the Reclamation and Preservation facilities at the depot. GSA representatives expressed no objection relative to the operation of the Reclamation Section, and the use of inflammable liquids as a cleaning agent. GSA personnel were not aware of the actual type of operation performed by the Arms Reclamation Shop and no mention was made of the processing of weapons through this activity. The PBS Construction Engineers reviewed the plans for the redevelopment of the Arms Reclamation Shop and advised that they would forward an estimate in the very near future.

b. Supply Training: (continued item)

(1) Four members of the Supply Division attended the TBS Item Familiarization Demonstration during the current reporting period. Further scheduling for attendance of additional members of the Supply Division will continue.

(2) Five members of the Supply Division attended the 28 October Career Service Meeting conducted by the Logistics Office Administrative Staff.

(3) Five members of the Supply Division are presently attending the Basic Orientation Course. The course is of three weeks duration and is scheduled for the period of 1 through 19 November 1954.

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(4) Thirteen members of the Supply Division stationed at the [REDACTED] Warehouse attended the Clark-Ross Mobile Service School held in Springfield, N. J. The course covered a program for preventative maintenance of fork-lift trucks.

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2. PROJECTS AND STUDIES IN PROCESS:

a. Flex-O-Print Catalog: (continued item)

(1) Changes in the interpretation of expendability has necessitated rephotographing of seven negatives of the volume on Ordnance materiel. This has delayed submission of final proof copies by approximately three weeks.

(2) Instruments and Industrial Supplies and Equipment: Panels, incorporating changes resulting from new interpretation of expendability and reflecting new units of issue, are being rephotographed at Reproduction. A minimum of three weeks will be required to prepare proof copies of this volume.

(3) Electric Wire, and Power and Distribution Equipment:

(a) The contract employee started work on the alphabetical index and this index should be completed by the end of this reporting period.

(b) The preparation of new stock status cards will be accomplished by clerical help when available.

(c) The mounting of illustrations will be accomplished after the panels have been sent to Reproduction for photographing.

(4) The proof copy of Group 75, Office Supplies, is still in the process of preparation by Reproduction. It is estimated that Reproduction will return the proof copy within three weeks, meanwhile, the processing of stock status cards is continuing.

b. [REDACTED] (continued item)

An additional quantity of material, 123 cases, weighing approximately 5½ tons, has been processed for shipment at the Washington Depot.

c. Requirements Forecasts: (continued item)

Mr. [REDACTED] DD/P (Admin), was contacted relative to the tabulation of items which have not yet been returned from the DD/P elements. It was learned that the deadline date for the return of this tabulation to Stock Management was inadvertently extended to 18 November 1954. Area Divisions have been informed of this and requested to return this tabulation to Logistics Office as soon as possible.

d. Supply Regulations: (continued item)

(1) [REDACTED] AS/LO and TR&P/LO have furnished administrative and policy approval. Proposed regulation will

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be submitted for working level coordination during the next reporting period.

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(2) [REDACTED] Working level coordination will be continued upon concurrence of the draft submitted to AS/LO for administrative and policy approval.

e. Strategic Reserve Requirements: (continued item)

(1) Comments on studies relative to Strategic Reserve Requirements (small arms and ammunition) have not yet been received. Follow-up was made with DD/P (Admin) and information received was that, even though these studies would not necessarily coincide with TO&E's being established by the Area Divisions, it might be advisable to proceed with the program so that material would be available at each storage location in case of emergency. DD/P (Admin) will furnish Logistics Office with a memorandum to that effect.

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f. Emergency Stockpile of Specialized Ordnance Material: (continued item)

The draft of the procedure for handling the stockpile has been reviewed and returned by AS/LO for finalization.

3. OTHER ITEMS OF INTEREST:

a. Rush Shipments: (continued item)

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b. Special Ordnance Material: (continued item)

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(1) The performance test on the [REDACTED] ammunition has been completed but the recapitulation of results has not been finalized. The restorage of this material has been deleted from the rewarehousing program at the Ordnance Depot pending a decision on retention of this ammunition.

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(2) The [redacted] ordnance material has been inspected and data is being compiled for preparation of work orders to properly rehabilitate this material. The ammunition portion will require a rather extensive inspection, segregation and repacking in order to assure a high standard quality stock ready for issue.

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(3) The rehabilitation of [redacted] material at [redacted] installation is not progressing at a satisfactory rate, mainly due to an increase in the installation's work load coupled with a reduction in personnel. A meeting has been arranged in which representatives of this Agency and the [redacted] will establish completion dates on outstanding work orders, firm cost estimates, and processing standards in order to expedite the program.

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We have been given up ahead by [redacted] to try to improve this situation at the [redacted] level - with [redacted]

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c. Logistics Team Trip Report - Europe, October 1953 - April 1954: (new and completed item)

Pertinent extracts of subject report were forwarded to the Office of Communications and Area Divisions concerned. Memoranda have been received from Communications and the Chief of NEA Division complementing the team for a job well done. The team's comments and recommendations requiring action by the above mentioned activities are being acted upon.

d. Pre-stock Numbering of Direct Shipment Requisitions: (new and completed item)

(1) Effective 1 November, direct shipment requisitions are being assigned stock numbers, approved item names and definitive identifying characters prior to forwarding the requisitions to Procurement Division.

(2) The number of documents received to date has been small and will probably not reflect much of a change in catalog production.

(3) No further mention will be made of this matter until we have completed a two week study of progress.

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e. [redacted] Stock Status Report: (new and completed item)

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[redacted] has been notified to forward the Stock Status Report to headquarters quarterly rather than on a monthly schedule.

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f. Reorganization at [redacted]: (new and completed item)

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Effective 29 October, Mr. [redacted] assumed the position as Director of the organization at [redacted]. Mr. [redacted] is reported to have an excellent background of engineering administra-

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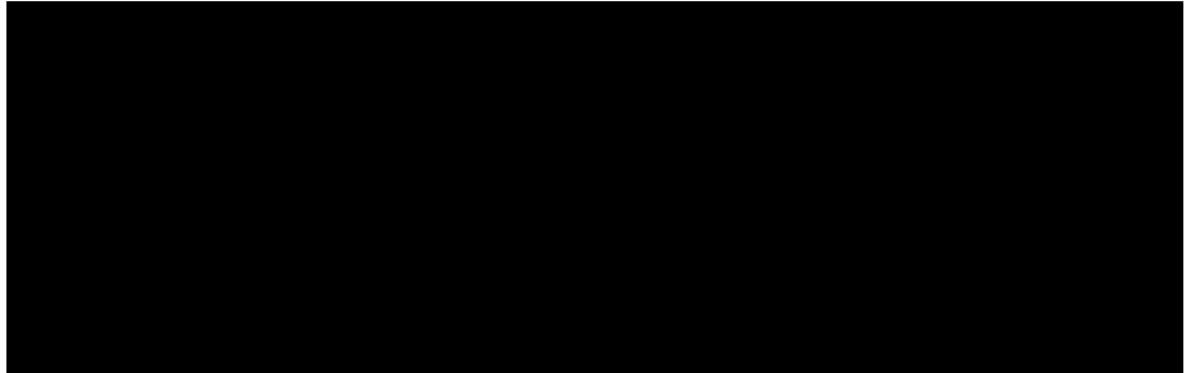
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tion and is responsible for the over-all management of the Station including operation of the area, administration of technical activities and the planning of future programs at the Station. Mr. [REDACTED] replaced Mr. [REDACTED] 25X1A9a

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h. Document Processing Time: (new and completed item)

(1) A recent survey of document processing time covering a two-week period reveals the following:

(a) Average time to process requisitions - $2\frac{1}{2}$ working days.

(b) Average time to process receiving documents in Washington Depot - 2 working days; from [REDACTED] - 5 working days. 25X1A6a

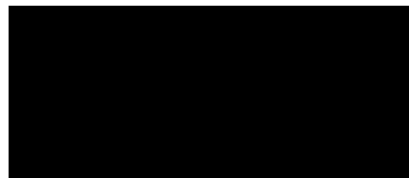
(c) Three per cent of stock items requested were back ordered due to nonavailability.

4. MAJOR PROBLEMS:

None

5. MAJOR OBJECTIVES:

Refer to Supply Division memorandum, dated 18 October 1954, for the "Quarterly Summary of Office Objectives".



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LO/SD/OD:dmg (4 Nov. '54)

Distribution:

10 - Addressee

3 - Supply Div.

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